

New Employee Onboarding Checklist

(Faculty and Staff)

This list is a suggested guideline, when onboarding new employees please note that depending on the type of hire some of the items listed may or may not be relevant

****This form should remain in the department.**

EMPLOYEE INFORMATION

Name:	Start date:
Position:	Supervisor:
EUID:	EMPLID:

PRE-ARRIVAL PROCEDURES

- Signed offer letter returned to the BSC
- Receive Invitation to complete Online Onboarding
- Online Onboarding completed
 - Personal Info
 - W-4
 - I-9
 - Direct Deposit
 - View benefits info
- New Employee Orientation scheduled by HR for _____

ARRIVAL PROCEDURES

- Verify required I-9 documents in Human Resources
- New hire obtains parking permit (if applicable)
<http://www.hsc.unt.edu/departments/police/forms/permit.pdf>
- Meet with supervisor
- Review and sign Job Description; cover job expectations and responsibilities.
- [Review policies and procedures \(HSC and specific department\)](#)
 - Review department's mission, strategy, values, functions
 - Discuss procedures for scheduling time off and unexpected absences.
 - Review work schedule, pay schedule and overtime policy.
 - Review appropriate attire for workplace.

- Review performance feedback and appraisal process.
- Understand how your department/division is organized. Review Organizational Chart.
- [Review "Employee Handbook"](#)
- Order key/access to office and other areas if needed
http://www.hsc.unt.edu/departments/facilities/FMservices/documents/KEYREQUESTFORM_000.pdf
- Sign Badge Request form (employee takes completed form with dept. signature to Police Dept. for badge)
<http://www.hsc.unt.edu/departments/police/forms/access.pdf>
- Order business cards
- Identify and order any needed office supplies
- Determine any computer needs (job related)
- Online Security Training for computer access and email
<https://intranet.hsc.unt.edu/acctrequest/default.cfm>
- Receive log in and password information
- Go over phones, voicemail set up, fax, copier, office supplies
- Attend Orientation
- Attend Faculty Orientation (faculty only)
- Decide Benefit selections and enroll within 30 days of your first day of employment.
<https://benweb.ers.state.tx.us/psp/bprd/?cmd=login&languageCd=ENG&>
- Complete all Mandatory trainings
<http://www.hsc.unt.edu/departments/hrs/onboarding%20and%20offboarding.cfm>
 - EEO
 - Computer Access Security Training
 - Code of Ethics
 - Blood Borne Pathogens
 - HIPPA (**Note: After Orientation you will be enrolled in HIPPA and receive an email from Regulatory Compliance to complete your training.**)
 - Safety Training
 - Bio-Safety Training (Lab employee ONLY)
- Visit the Employee Self-Service Website at
https://my.unt.edu/psp/papd01/EMPLOYEE/EMPL/h/?tab=HS_GUEST
- Other

